General Services Administration

Federal Supply Service
Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: GSAAdvantage.gov.

The Professional Services Schedule (PSS)
Contract Number: GS-02F-0092V
For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract Period: 04/06/2014 through 04/05/2019

Contractor Info: eLearning Innovations, Inc.
                      1015 West Brooke Hollow Court
                      Stillwater, OK 74075
                      Phone: (405) 743-3463
                      Fax: (405) 743-3465
                      www.elearninginnovations.com

All Terms and Conditions agreed upon between the General Services Administration (GSA) and eLearning Innovations, Inc. are as follows:

1.   **Special Item Numbers Awarded:**

        874-4 Instructor Led and Web Based Training and Course Development
        874-9 Off-the-Shelf Training Devices and Training Materials

2. Maximum Order: $1,000,000.00

3. Minimum Order: $100.00

4. Geographic Coverage: Domestic

5. Point(s) of Production: N/A

6. The following basic discounts were accepted by the Government:
        The Basic Discount for all items under 874-4/874-9 is 20% with the exception of
        the LMS Annual Install Fee which has a Basic Discount of 26%.

7. The following volume discounts were accepted by the Government:
1. A 2% volume discount for a single customer that spends over $50,000 over the period of one year.
2. A 3% volume discount for a single customer that spends over $100,000 over the period of one year.
3. A 4% volume discount for a single customer that spends over $250,000 over the period of one year.
4. A 5% volume discount for a single customer that spends over $500,000 over the period of one year.

The following quantity discounts were accepted by the Government:
A 5% quantity discount for purchasing 2 or more courses ordered at the same time. Prices are FOB Destination and include the .75% Industrial Funding Fee (IFF).

8. Prompt Payment Terms: 0.25% / 10 Days

9. Government Credit Card accepted up to the micro purchase threshold $3000

10. Foreign Items: N/A

11. Time of Delivery: N/A

12. Delivery Terms: F.O.B Destination

13. Ordering Address: eLearning Innovations, Inc.
1015 West Brooke Hollow Court
Stillwater, OK 74075

14. Payment Address: eLearning Innovations, Inc.
1015 West Brooke Hollow Court
Stillwater, OK 74075

15. Warranty Provision: N/A

16. Export Packaging: N/A

17. Terms and Conditions of Government purchase card acceptance: Government Credit Card accepted up to the micro purchase threshold $3000

18. Terms and Conditions of Rental, Maintenance, and Repair: N/A

19. Terms and Conditions of Instillation: N/A

20. Terms and Conditions of Repair: N/A

21. Service and Distribution Points: N/A

22. Participating Dealers: N/A

23. Preventative Maintenance: N/A

24. Special Attributes: N/A

25. Data Universal Number System (DUNS) number: 828992826

26. Currently Registered in SAM/Central Contractor Registration: Yes

Contract Period: April 6, 2014 – April 5, 2019

The Contractor accepts the Economic Price Adjustment Clause 552.216-70-FSS Multiple Award Schedule Contracts (Sep 1999) (Alternate I Sep 1999) to apply, since this contracts prices are predicated on an established catalog pricing.

The Contractor will partake in disaster recovery.

Learning Collaboration Suite
Outsourcing and Hosting Learning Services

Learning Collaboration Suite is an outsourcing service from eLearning Innovations, Inc. that provides a total solution for creating, publishing and managing learning opportunities. eLearning Innovations is the ideal partner for organizations seeking to improve training through a combination of online delivery and web-based learning delivery.

Learning Collaboration Suite offers unparalleled support guaranteeing an all-around effective and compelling learning product to help a client achieve vital instructional and business goals.

The focus of **Learning Collaboration Suite** is to unlock the full potential of online instruction by working closely with content providers and using today's best instructional practices.

The strategy behind **Learning Collaboration Suite** is to:

- **Shorten the content production process**
- **Improve reusability of learning elements**
- **Empower content providers to participate in the development process**
- **Provide technical support so the client is not required to add personnel nor invest in additional equipment**
- **Help the client achieve faster implementation of e-learning**
- **Provide contemporary tools for blended and synchronous learning**

The service components of **Learning Collaboration Suite** are flexible, scalable, and affordable. The client chooses which ones, or all, that fit the need and situation.

Central to **Learning Collaboration Suite** is an online conferencing tool that provides easy-to-use VoIP, live video for up to six participants, text chat, and video messaging. This tool offers a secure, low-bandwidth option for working, learning, and collaborating. This tool can be seamlessly integrated making online learning dynamic, engaging and vastly superior to typical models.

Learning Collaboration Suite provides value-added services ensuring online learning efforts are effective at every level and incorporate today's best practices.

Learning Collaboration Suite's Menu of Services
The client chooses which ones, or all, that fit the situation.

Instructional Services
- Content conversion, instructional design and development services
- Training content providers and instructors through Content Camps
- Consultation on course selection, formatting, , branding, deploying learning objects
- Training and support for learners
- Specific web-page development & support
- Chat, email, discussion board set up and monitoring
- Software & Learning Management System

Synchronous Learning Tools
The learning collaboration suite has many great features from video calls with up to six people at once to video messaging to chat to file transfer capabilities. These tools include:
- Live video chats, also recorded
- High resolution video
- Video messaging
- Video contacts with individuals without the specific software
- Phone calls -- up to six conference calls that can be integrated into the video conference
- Text chat
- Send files
- Privacy

Online Training Management Services
- Testing & evaluation mechanisms
- Polling & surveying
- Tracking, reporting and interpretation of usage
- Support infrastructure
- Consulting & advisement on deployment
- Promotion, internal adoption, analysis of ROI

Hosting Services
- Service monitoring & security
- Backup & redundancy
- Support infrastructure
- Video, multimedia streaming hosting & serving
- Contemporary servers, licensing, upgrading

Learning Innovations
A Distance Learning Company

Blended Learning

Live synchronous sessions can be an essential companion to online learning. eLearning Innovations, Inc. offers a robust video and voice over IP for integrated voice, video/audio conferencing, and collaboration over the Web. There is no need for a separate phone bridge or expensive video conferencing equipment.
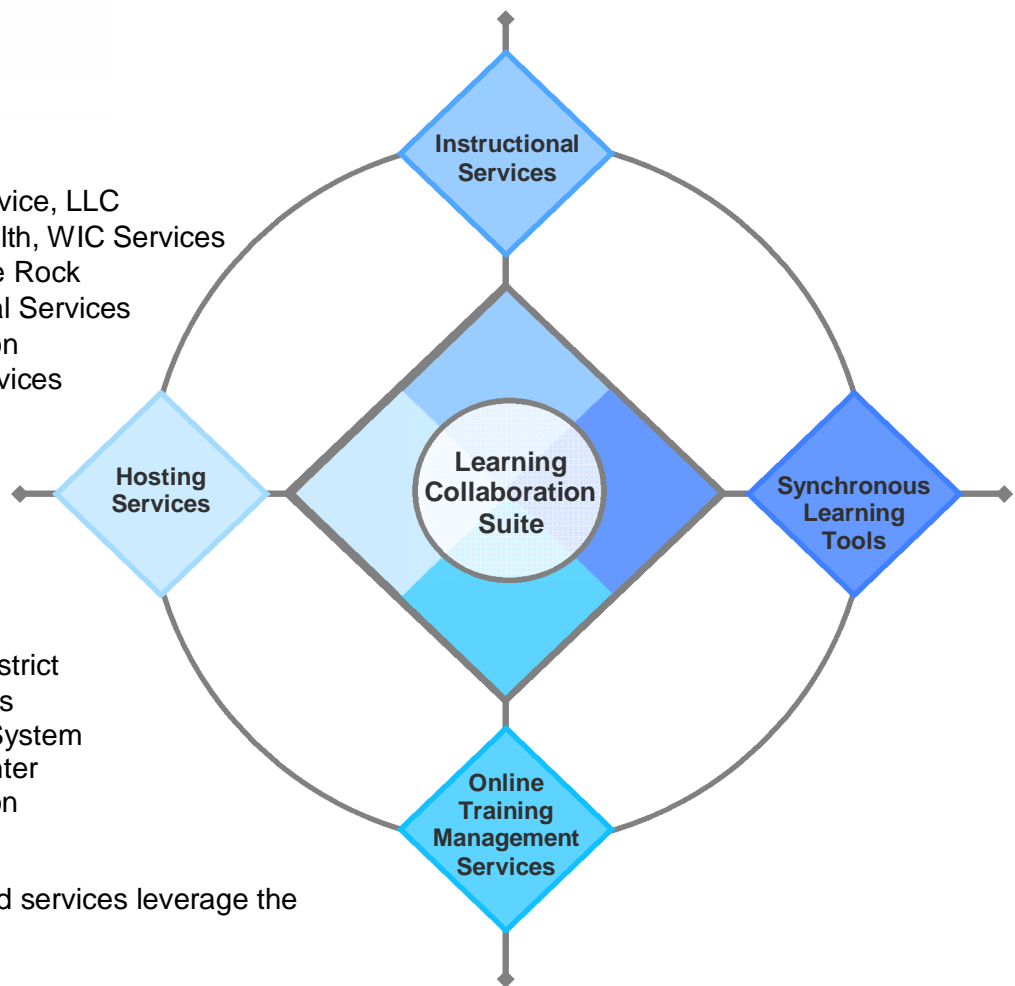
This tool delivers quality multipoint audio and video over existing corporate networks and the Internet, utilizing very little bandwidth. All participants can rely on being seen and heard which fosters effective communication.

A Growing List of Clients

- Administrative Consultant Service, LLC
- Oklahoma Department of Health, WIC Services
- University of Arkansas at Little Rock
- Michigan Department of Social Services
- Federal Bureau of Investigation
- University of Alaska, WIC Services
- Francis Tuttle CareerTech
- Northern Oklahoma College
- Stillwater Medical Center
- Linn State College
- Flint Industries
- Mindful Marketing
- Protec Inc.
- Dallas Independent School District
- Department of Veterans Affairs
  - Employee Education System
  - Miami VA Medical Center
  - VA Office of Information
  - VISN 8, 16, 17, 18, 19

Our learning management tools and services leverage the power of the Internet to:

- Develop, deliver and support training and education
- Provide flexibility and convenience to working, learning, and collaborating
- Cut travel expenses and minimize travel time
- Increase access to training and reduce training time
- Pricing $21,600 per year unlimited use.

Instructional Services

Hosting Services

Learning Collaboration Suite

Synchronous Learning Tools

Online Training Management Services

e Learning Innovations
A Distance Learning Company

The credential of **Certified e-Learning Instructor, CELI**, is awarded to those who have passed a rigorous process that tests and exhibits the competency of experienced professionals in the distance learning field. **CELI** is attained through a combination of training courses at eLearning Innovations, Inc. Four program components *(listed below)* must be met for certification; they are all offered online using contemporary learning technologies.

The eLearning Innovations' courses which satisfy the CELI requirements include:

- **Teaching Online 101**, 1 CELI requirement
- **Managing Distance Learning: A Practical Guide**, 1 CELI requirement
- **eLearning Course Builder**, 1 CELI requirement
- **Computer Application Skills Competencies*,** 1 CELI requirement

The Certified eLearning Instructor credential is designed to recognize instructors and trainers who have reached a unique professional level of achievement and competence. When you complete this challenging process, you will receive recognition as a highly capable, well-qualified online educator.

eLearning Innovations is dedicated to giving practical information and valuable guidance, and all courses are created to meet the specific needs of each learner while providing comprehensive training. eLearning's state-of-the-art facility gives participants experience with the latest technological tools and teaching techniques for distance learning.

eLearning Innovations' certification programs have empowered educators to be leaders and trendsetters in the industry and within their organizations.

By obtaining your CELI, you will be joining an elite community of others who have also attained this credential!

*"Certification is an empowering process.
Its purpose is to prepare people to take a leadership role in great learning."*
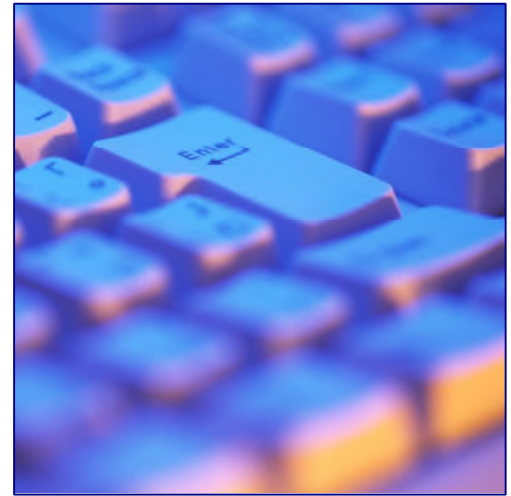
* Computer Application Skills Competencies include _____.

Content Development & Conversion
Building Content for Online Delivery

eLearning Innovations will adapt off-the-shelf material, design original content to meet learning objectives, or repurpose classroom material to an online environment. Programs range from straightforward knowledge-transfer applications to visually compelling courses that leverage multimedia and interactivity. eLearning Innovations works to ensure that the finished product reflects an organization's professional image.

Using a unique instructional design model, eLearning Innovations' services include video and Flash-based presentations, interactive simulations, case studies, games, and other kinds of opportunities that provide for ample skills practice and learner involvement in the learning process. Also, testing and feedback strategies are built into the approach. Programs and courses are compelling online learning experiences that ensure learning objectives are achieved and necessary skills attained.

Our learning development tools and services leverage the power of the Internet to:

- Develop, deliver and support training and education
- Provide flexibility and convenience to working, learning, and collaborating
- Cut travel expenses and minimize travel time
- Increase access to training and reduce training time

Extensive Experience & Learning Leadership

For almost two decades, eLearning Innovations, Inc. has built an extensive portfolio of successful conversion projects for organizations migrating training and curricula to a technology-based approach. Today as more organizations are looking at online learning, eLearning Innovations has the knowledge and expertise to help guide you successfully through the process.
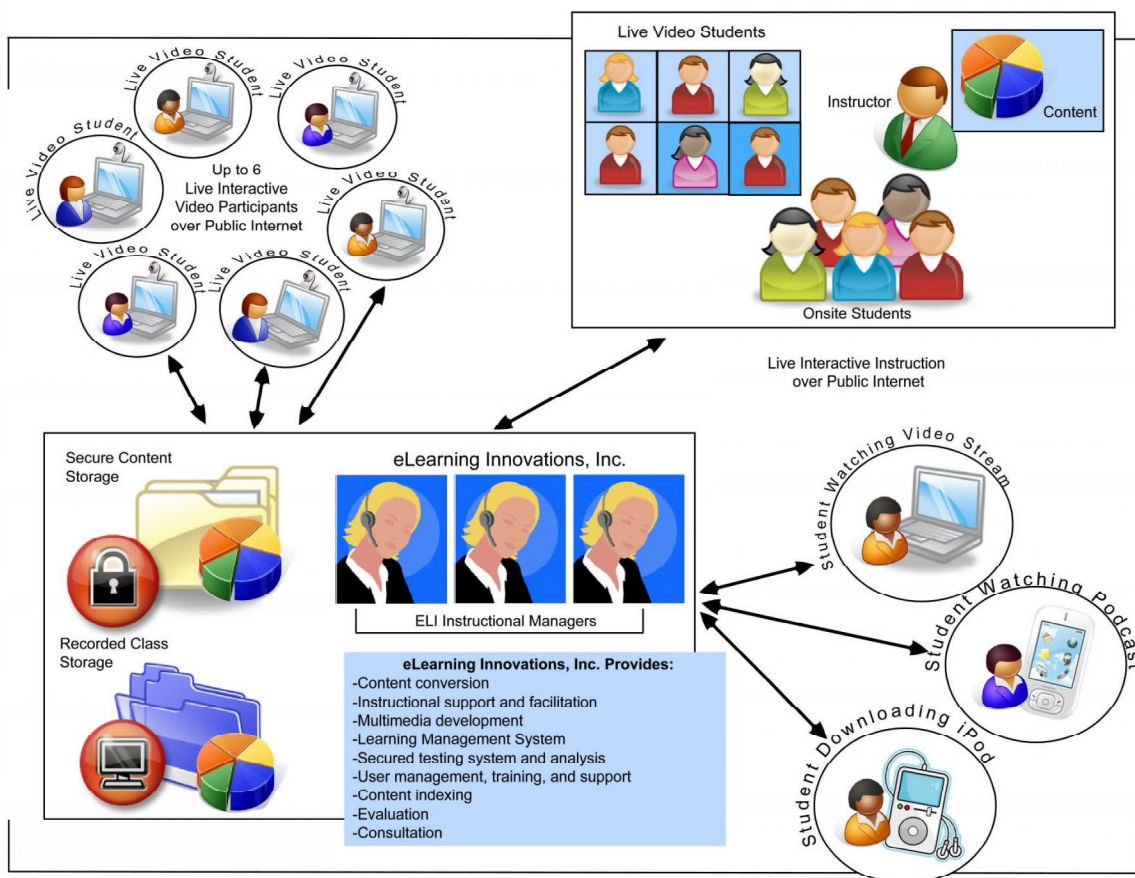
Using innovative learning strategies, the eLearning Innovations' content development team designs content routinely using a variety of course authoring tools giving them an edge in creating custom online content -- *quickly and effectively*. The combination of good tools and extensive knowledge of the online classroom provides optimal results and successful elearning experiences.

Whether content development needs are specific to a one-time project, an on-going course training program, or are a central part of a larger, strategic learning program, eLearning Innovations has the capabilities needed to deliver the best online training results.

e Learning Innovations
A Distance Learning Company

Instructional Services

- Content conversion, instructional design and development services
- Training content providers and instructors through Course Builder and Certification
- Consultation on course selection, formatting, , branding, deploying learning objects
- Training and support for learners
- Associated web-page development & support
- Chat, email, discussion board set up and monitoring
- Blended learning including robust IP video/audio conferencing for up to 6 video participants
- Podcasting and video streaming hosting and support
- Software & Learning Management System hosting and management

The eLearning Innovations Program Model

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Teaching Online 101
A Fundamental Guide to Online Instruction

Teaching Online 101: A Fundamental Guide to Online Instruction focuses on the fundamentals of online teaching and learning and the basic instructional design of online programs.   The course is designed for individuals who are beginning or adding online instruction to their teaching practices. It is ideal for anyone who is aspiring to transform traditional education and training to an online format. This essential course presents a complete orientation to distance learning, allowing each participant to determine the specific needs of his or her organization, and then provides the background, knowledge and training to meet those needs.

Teaching On Line 101 is offered as a 6-hour online course, and combines self-directed learning with instructor-led sessions and even individual coaching and consultation.

Teaching Online 101 introduces the terminology, trends and opportunities of online teaching, and participants learn to use distance learning technologies effectively and are able to apply appropriate instructional techniques for the environment and also various learning styles.

The eLearning Innovations instructional team guides participants in the process of creating engaging and effective online programs with quality video, graphics, video streams, presentations, and other dynamic learning objects.

Teaching On Line 101 also includes lessons about program design and development tools that make content conversion easy and timely. In addition, it provides an overview of learning management systems that are used for online learning and the opportunity to explore all aspects of online learning including self-directed, instructor-led, and blended approaches.

Course Objectives
At the completion of this course, participants will be able to:

- Understand the capabilities and limitations of online learning
- Identify development tools that aid in course and lesson development
- Design an effective instructional format
- Integrate multimedia and visual elements into instruction
- Promote learner involvement and interaction through participation and feedback techniques
- Adapt a variety of presentation styles and delivery strategies to the environment
- Develop self-directed components to complement instructor-led instruction
- Design techniques for video streaming
- Better perform responsibilities for online teaching
- Recognize that technology should be transparent to instructors and learners
- Teach online with confidence

Course Topics

Overview of Distance Learning
- Establishing a common definition of e-learning or online learning
- Ingredients for success
- Needs and characteristics of online learners
- Case studies of elearning
- Future trends

Integration of Online Learning
- Understanding online learning applications
- Converting traditional learning to online learning
- Support to users and learners - what's important and what to expect
- Blended teaching and learning
- Capitalizing on major success factors

Development Tools & Design Factors
- Overview of online learning technologies & development tools
- Understanding technology elements of online learning and how they affect learning
- Matching technology to instructional needs
- Learning Management Systems - their functions and features
- Tools for instructor-led sessions

Managing Online Learning ~ A Basic Introduction
- Preparing for online learning - instructors and learners
- Establishing program formats
- Organizational integration
- Content and course selection - what can be taught online?
- Preparation of learners, motivating and retaining them
- Continuous program evaluation and improvement

Instructional Design for Online Learning
- Creating blended instructional approaches
- Humanizing
- Participation
- Message style
- Learner Feedback
- Program Evaluation

Creating Multimedia
- Creating presentations with PowerPoint
- Producing electronic field trips
- Guidelines for developing good graphics and visuals
- Incorporating Internet-based media
- Creating video and Flash segments - tools and formats
- Creating an instructional Web page

Presentations
- Participants prepare a learning segment (e.g., lesson or module) and present it to the eLearning Innovations instructional team and other course participants

Class Activities
This course utilizes a combination of online presentations, case studies, media, guest speakers and experts, discussions *(instructor-led and self-directed)*, and projects to help participants understand the concepts and approaches presented in this course.

Some lessons are asynchronous *(self-directed study)* while other lessons are conducted through synchronous sessions *(via video conference, web conference, and/or phone conference call)* with the course leaders. Synchronous sessions are scheduled at mutually convenient times and are required as part of successful completion of the course.

Course Resources
- *Teaching Online 101: Handbook and Guide for Learners*
- *Making Connections: Tips, Tactics & Strategies that Work for Distance Educators*
- Other supporting instructional materials are published on the course website for learners to print and/or have available
- Other contemporary texts and books are suggested
- Synchronous and asynchronous communication systems *(e.g., web cam, microphone, specified web conferencing software)*

Course Requirements
- Completion of each lesson is required, including contributions to threaded discussions and completion of assignments.

- The class schedule may change as the course progresses; changes will be posted on the course website.

- Each student is expected to complete all readings and class exercises, assignment and projects

- A contemporary computer meeting specifications, and an Internet connection that has at minimum 356 kb upstream.

- A web cam, and USB microphone and speaker equivalent to the Phoenix products.

- To enable individualization of the course to the needs of each student, special arrangements on requirements and assignments may be negotiated in writing with the instructor.

- If you have a disability and wish to discuss accommodations, please contact eLearning Innovations, Inc. immediately.

Registration Policies, Withdrawals & Refunds

Payment for Online Courses
Tuition payment for eLearning Innovations' training and professional development courses must be received before you will be granted access to your selected course.

Withdrawals & Refunds

Courses are limited in enrollment and once you have been accepted, your participation is important to us -- we are counting on you to participate and complete the course in its entirety and within the timeframe it is offered.

For more information:
Call 405-743-3463 or e-mail lorne@teletrain.com

Computer Application Skills

A program to help you develop competencies in Microsoft Office and other common applications.

With eLearning Innovations' online learning for Computer Application Skills, users learn by doing instead of just watching. The short, interactive lessons help users learn what they want, at their own pace, and the powerful search feature allows the online learning to double as an automated IT help desk.

The lessons offer unrivaled simulations of the software programs they teach, so users are able to learn in an authentic environment, without accessing the actual programs.

eLearning Innovations' online learning is delivered using a simple, yet powerful web-based learning management system (LMS) that allows users and administrators to track class progress and assess user knowledge. Lessons run with Macromedia Flash, a common plug-in that is already installed on most computers. And, because the online learning matches eLearning print-on-demand courseware lesson-for-lesson, creating a blended training curriculum is easy.

These courses are especially useful for elearning instructors and learners to brush up on their computer skills as well as program applications that are regularly used in course development and/or course management. They are designed to help users learn the necessary technology and skills for efficiently and successfully completing their online programs.

Course Options

- Access 2000
- Access 2002
- Access 2003
- Access 97
- Computer Basics
- Excel 2000
- Excel 2002
- Excel 2003
- Excel 2007
- Excel 97
- Mac OSX Tiger
- Outlook 2000
- Outlook 2002
- Outlook 2003
- Outlook 2007
- Outlook 98

- PowerPoint 2002
- PowerPoint 2003
- PowerPoint 2007
- Project 2003
- QuickBooks 2005
- What's New in Office 2003?
- Windows 2000
- Windows Vista
- Windows XP
- Word 2000
- Word 2002
- Word 2003
- Word 2004 for Mac
- Word 2007
- Word 97

Enrollment may be completed at www.elearninginnovations.com
Or by calling 405-743-3463

Registration Policies, Withdrawals & Refunds

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For more information:
Call 405-743-3463 or e-mail information@teletrain.com.

Learning Management System
Affordable online learning for any size organization

As part of our learning solutions, eLearning Innovations, Inc. provides a Learning Management System (LMS) which offers:

1. Ease of content development for instructors and content developers,
2. A logical and uncomplicated environment for learners, and
3. A full-featured manager's interface for administration and management.

The LMS is a browser-based tool for creating, delivering and managing high-quality learning content quickly and cost-effectively throughout an organization.

The LMS is built on simplicity yet allows for extensive functions that support diverse content types including multimedia and that provide intuitive user interfaces. It also features branding so an organization can build its learning identity. Development of elearning applications can be faster and more efficient.

The Learning Management System is designed to fit any organization's size. With our solution, you have the sophistication favored by big companies. Yet, you enjoy the flexibility and customization of a learning management system that will not overwhelm or financially drain a smaller organization. For organizations just starting out in online learning, this LMS solution is ideal. There is no need to add equipment, software, personnel, or support functions. You can get started almost immediately and concentrate on developing and delivering only the best quality content.

You can leverage the power, security, and scalability of our LMS to connect your customers, partners, employees or learners in a seamless on-demand elearning system -- at a fraction of the cost of other online learning approaches. By tapping the eLearning Innovations LMS, knowledge and learning can be delivered with greater ease and less complexity to everyone, anywhere in your organization.

Administrative Features At A Glance
▪ Enrollment/ Registration including Self-enrollment
▪ Automated Confirmation Notices
▪ Reporting & Tracking
▪ User management
o Class Rosters,
o Attendance, Withdrawals
o Course completion
o Changes
▪ Course creation, multiple sessions per course, archiving and backup
▪ Establish curriculum and/or training paths
▪ Import user information from other sources
▪ Automated certificates upon completion
▪ Modular course functions - activate only those required
▪ Ability to link competencies to learning objectives, content, and assessment items
▪ Catalog of courses/course descriptions
▪ Broadcast email mechanism to advertise trainings to targeted/filtered active and inactive learners
▪ Synchronize registrations with individuals' Outlook calendars

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A Distance Learning Company

Administrative Features At A Glance *(continued)*
Technology
Minimizes IT requirements with a hosted solution/ASP model
Technical support:
▪ To connect shopping cart/credit card/financial gateway
▪ For training administrators
▪ Context sensitive help
▪ Tutorials for end-users to learn LMS navigation and features
Security
GSA approved security measures including:
▪ SSL encryption
▪ Physically secure hosting environment
▪ Redundancy/backup and recovery including off-site backup storage
▪ Risk management in anticipation of catastrophic events

User Interface Features At A Glance
▪ Create learning plans
▪ Individual User report
▪ Learner transcripts view/print
▪ Personalized view/calendar of scheduled trainings
▪ Searchable/browser-based access to catalog and calendar
▪ Online access to pre-course assignments and online prerequisites
▪ Threaded discussion forums
▪ Wiki/knowledge base/content glossary
▪ Help Desk/Technical Support - phone and email
▪ Video & print tutorials to prepare for online learning and orient to LMS features

Content Development Features At A Glance
▪ . Launch and track WBTs
o Integrated LCMS
o Interoperability with 3rd party content *(e.g., courseware, web casting, authoring tool)*
o Disable course without removing from LMS
o Download capability for working offline
eLearning Course Authoring Tool
▪ Self-publish and update courses without **IT** support
▪ Built-in authoring tool
▪ Template driven
▪ Allow content developed in standards-conformant authoring tools
▪ Capacity to create behavioral simulations
▪ Built-in exercise interactivity
▪ Can integrate Flash, simulations, video 508-compliant
Testing
▪ Pre Testing
▪ One testing database
▪ Pool of questions per course randomized Centralized question database
▪ Question options randomized
▪ Set passing score for tests
▪ Email assessment only and auto send results . Test reviewable online
▪ Question weight and difficulty ranking
▪ Question feedback
▪ Wide range of question types
▪ Tests auto-graded
Discussion Forums
▪ . Multiple forums

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▪	.Content screening
▪	Profanity filter
▪	Sticky Posts
▪	Lockable Threads
▪	Track Read/Unread Status per User Rich Text Editing for Posts
▪	Emoticons

Provide capabilities that include:

▪	Single & multiple exchanges
▪	Capture in knowledge base - re-usable answers .
▪	Manual expert selection
▪	Auto expert selection
▪	Workload management
▪	Forward to more experts
▪	Hi priority Questions
▪	Re-route if expert is busy
▪	Request for clarification
▪	Re-route if question is inappropriate

Compliance

Provide capabilities that include:

▪	SCORM-compliance
▪	AICC- compliance
▪	508 compliance for both LMS interface and output of LCMS and collaboration tools and Other course links
▪	Audit Trails

Instructor/Facilitator Support At-A-Glance

Support instructors and facilitators with:

Roster management

▪	Roster
▪	Check-in
▪	No shows
▪	Collect feedback such as student evaluations and instructor/facilitator debriefing feedback

Training & Support

Provide capabilities that include:

▪	Tutorials on best practices
▪	Technical support
▪	Support via phone & email
▪	User forum
▪	Course Website

Organization Features At A Glance

Registration

Provide capabilities that include:

▪	Enroll and cancel registrations
▪	User self-registration
▪	Content link at time of registration
▪	Registration requiring manager approval
▪	Registration confirmation via e-mail Automatic wait list
▪	Set class size
▪	Set other enrollment limits
▪	Set registration deadlines

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■	Add course/event to Outlook Registration
■	questions and surveys
■	Batch registration option Individual/single registration options
■	Assign groups or department
■	Assign courses and deadlines for users

eCommerce/Financial Support

Provide financial transaction management functions:

■	Integrated e-commerce capability for payment of courses
■	Credit card transactions without manual effort
■	Credit card billing/gateway to government-approved clearinghouse such as govolution.com Manage Inter-agency agreements/purchase order billing
■	Produce invoices
■	VeriSign or comparable certificate-based authentication
■	Payment systems for tracking internal costs and charge-backs

Tracking

Provide capabilities that include:

■	Tracking course access Completion tracking
■	Track credential requirements
■	Bookmarking

Reporting

Provide capabilities that include:

■	.Web-based reporting interface
■	Course report
	■ Standard reports
	■ Custom reporting capability
■	Data filtering capability
■	Report formats (html, xls, doc, PDF)
■	Ad Hoc reporting
■	Analytics/learning measurement (level 1-4 + ROI)
■	Levels of security
■	History
■	Compare to goals
■	Compare linkage of competencies to learning objectives, content, and assessment items

Security

GSA approved security measures including:

■	SSL encryption
■	Physically secure hosting environment
■	Redundancy/backup and recovery including off-site backup storage
■	Risk management in anticipation of catastrophic events

Knowledge Base

Provide capabilities that include:

■	Automatic maintenance via archiving (expiring)
■	Automatic identification of most valuable content Publish from email
■	Mark content as recommended/approved
■	Content Rating - rate on usefulness
■	Security - Permission based access

Knowledge Base Search

Provide capabilities that include:

■	Keyword with advanced search query syntax
■	Natural Language processing
■	Trainable Search Engine
■	Search content from email
■	Advanced search - by keyword, category and type Configurable search - with backstop searching

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Knowledge Base Content Modules Provide capabilities that include:
▪ Discussion Forums
▪ Expertise Exchange
▪ Expert Events
▪ Collaborative Authoring with Wikis
▪ Expertise Exchange

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Managing Distance Learning:
A Practical Guide ONLINE

Managing Distance Learning provides solutions to proactively administer an enterprise of distance learning. This online course requires approximately 40 hours of online work and includes several synchronous, live sessions with eLearning instructors. This comprehensive course covers the entire distance learning management process, conveniently accessed via the Internet. At the end of the class, participants walk away with a management plan ready for use at their organizations.

eLearning Innovation's years of distance learning administration experience provides a solid, in-depth approach to applying problem-solving techniques to distance programs. *Managing Distance Learning* includes sessions on facility design, instructor recruitment, equipment selection and marketing and promotional techniques. This online course offers the protocols, tools and resources to make the right choices for a successful distance learning program.

This course is offered online utilizing synchronous or people meet together simultaneously and asynchronously where people are meeting at their own time.

Courses are limited to 30 enrollments with six course offerings per year.

After *Managing Distance Learning*, you will be able to:

- Determine critical issues in managing distance learning
- Develop a working "plan of action" for distance learning deployment
- Design effective and user-friendly synchronous and asynchronous facilities
- Identify and recruit individuals to staff distance learning programs
- Determine strategies for managing blended training approaches
- Incorporate a variety of e-learning technologies into your operation
- Communicate effectively with key personnel in the distance learning arena
- Establish workable policies and procedures for teacher/trainers and learners
- Assess new technology and determine its usefulness in your program
- Learn management tips and insights
- Avoid common pitfalls

Course Components

Defining Distance Learning
- Brief history – from paper correspondence to Internet
- Designing and writing a vision statement
- Implementing the vision statement

Policies and Procedures
- Operational procedures
- Programming issues
- Intellectual property concerns
- Learner contracts
- Implementation strategies

Determining the Market for Distance Learning
- Determining the organizational need for distance learning
- Distance learning as a part of the "business"

Deploying Distance Learning
- Repurposing existing materials for distance learning
- Knowing the audience of the distance learning program
- Choosing the appropriate communication channels
- Recognizing business opportunities

Facility Design and Equipment Selection
- Selecting appropriate technologies for instructional goals
- Understanding learning management systems
- Knowing the options for synchronous and asynchronous distance learning

Personnel in Distance Learning Programs
- Determining roles and responsibilities of key personnel
- Critical issues in managing distance learning
- Characteristics of effective managers
- Management tips and insights
- Common pitfalls to avoid
- Administrators/Managers
- Teachers/Trainers
- Facilitators/Support Staff
- Students/Learners
- Major management responsibilities and tasks

Selling Distance Learning within the Organization
- Institutional/organizational responsibilities
- Information provider responsibilities
- Promotion techniques and vehicles

Implementation Strategies
- Delivering online learning with internal resources
- Focusing on content and outsourcing the delivery

Enrollment may be completed at www.elearninginnovations.com.
Or by calling 405.743.3463

You may also enroll immediately online using PayPal Government Credit Card.
Team discounts for 10 or more individuals are available.
This course can also be customized for specific group training needs.

Registration Policies & Withdrawals

Payment for Online Courses
Tuition payment for eLearning Innovations' online courses must be received before you will be granted access to your selected course.

Tuition may be paid in U.S. funds through company check, personal check, bank draft, traveler's check, cashier's check, credit card (Visa or MC). Purchase orders must be submitted well enough in advance to ensure receipt of payment by the course launch date.

Checks should be made payable to <u>eLearning Innovations, Inc.</u>

<u>**Withdrawals & Refunds**</u>

Courses are limited in enrollment and once you have been accepted, your participation is important to us -- we are counting on you to participate and complete the course in its entirety and within the timeframe it is offered.

For more information:
Call 405-743-3463 or e-mail lorne@teletrain.com

eLearning Course Builder

*A program to help you develop
and produce dynamic e-learning content.*

Course Builder is an online course in which participants use asynchronous and synchronous communication tools to develop, create, and produce e-learning lessons and online content. Using the contemporary and state-of-the-art communication technologies of eLearning Innovations and with the assistance of its knowledgeable staff, participants produce specific lessons and materials for the online environment. They complete the course with actual, ready-to-use lesson(s) and content.

The purpose of Course Builder is to help participants create more engaging and lively online content, tap the power of streaming media, and use tools that will ensure a truly compelling format. Participants work with the best experts who can help streamline content creation, management, and delivery! Course Builder is practical, fast, and focused.

One of the biggest objections to online instruction is that it is overly text-based and static which becomes boring and uninteresting to learners. Course developers and instructors are challenged to develop online instruction that is interactive, multimedia rich, and engaging. At the same time, developers need to understand and use methods that shorten the development time so content can be quickly transitioned to the desktop.

Course Builder is a great opportunity for those who are responsible for getting courses online and are not sure where or how to begin or are bogged down in costly and labor intense online development.

Why participate in Course Builder?
- Jump start online efforts
- Achieve a new and better standard for online efforts
- Improve effectiveness of current practices
- Bring a team together to accomplish an online project quickly
- Drive online learning to another level

What is covered during the online Course Builder?
Short, concise learning segments present production tips and best practices; however, the predominant feature is extensive hands-on production. The end goal is to finish with actual lesson(s) that will be immediately used.

How is this different from other training sessions or workshops?
- Intensive hands-on work
- Minimal time spent in lectures or demonstrations
- Mentoring & coaching from knowledgeable workshop leaders
- Short, efficient and productive time

How can Course Builder help you?
- Dedicated & focused creative time
- Hands-on work
- Learn new strategies & methods
  - Refresh old approaches
- Actual online content developed & ready
- Use of contemporary production facilities & tools
- Network with others
- Tap a proven model using best practices
- Rejuvenate what you're currently doing

What are the deliverables?
- Learning unit(s) created & published
  - *Hosted, if desired, for an additional fee*
- Content ready for actual use when completed
- Experience & practice with a Learning Management System (LMS)
- Formats & models for continued use

When are the Course Builder workshops?
Six sessions are planned in a blended, online approach
Course Builder is offered every other month

Each Course Builder session is limited to 30 participants maximizing production capabilities and one-on-one assistance from eLearning staff.

Anyone can attend regardless of the LMS they are using.
Participants must be able to access their LMS.

eLearning Innovations provides use of a learning management system (a nominal fee will be assessed) for those who do not have an LMS, but who want to pilot online content.

There are a minimum of three presentations planned for participants to develop during the online course. Two will be based on eLearning Innovations' templates while one will be developed by participants.

They are:

1. "An Orientation for Learners." (template based)
2. "A Course/Lesson Welcome." (template based)
3. A specific course or lesson segment originated & developed by the participant.
4. Others may be produced with available time and interest.

Participants must:

- Be committed to work hard and do some preliminary work beforehand.
  (This is estimated to be about two hours preparation.)

- Be able to participate in the Pre-Session to facilitate preparation and determine what will be produced during the three days.
  Pre-sessions will be conducted by web conference and are estimated to be 1 hour long.

- Supply instructional materials, support documents, CDs/DVDs/videos, and other items that will enhance production and development.

Enrollment may be completed at www.elearninginnovations.com
Or by calling 405-743-3463

Registration Policies, Withdrawals & Refunds

Payment for Courses
Tuition payment for eLearning Innovations' training and professional development courses must be received before you will be granted access to your selected course.

Withdrawals & Refunds

Courses are limited in enrollment and once you have been accepted, your participation is important to us -- we are counting on you to participate and complete the course in its entirety and within the timeframe it is offered.

For more information:
Call 405-743-3463 or e-mail lorne@teletrain.com

Training & Development
Professional Advancement & Enrichment

eLearning Innovations offers a core group of professional development courses designed to help you achieve professional advancement and personal enrichment. The programs are founded on an extensive experience and understanding of technology-based learning environments. They focus on the most current industry practices for various learning environments and best approaches for multiple learning styles. They ensure you get the information and skills needed to achieve more in your teaching practice and to confidently enter the distance or online classroom.

eLearning Innovation's training is rigorous yet practical, and courses are taught by highly qualified faculty. They are offered online allowing you to work at your own pace and at your convenience. They blend the best of self-directed experiences, instructor-led sessions, and individual mentoring. Through the courses, you have the opportunity to work with peers across the nation and even around the world Certification is offered through a combination of selected courses. Courses can be customized to an organization's specific needs and requirements.

eLearning Innovations is committed to your professional success. Benefits of our training include:

- A flexible and progressive online learning format
- A collaborative and blended learning environment
- Immediate, practical application
- Individual mentoring and coaching
- Certification through a combination of selected courses
- Can be customized to specific technologies or environments

The training course options are:

Teaching Online 101
Focuses on the fundamentals of distance learning from basic instructional design to technical knowledge of networks and appropriate facility design. It is designed for individuals who are beginning distance learning careers and organizations aspiring to transform traditional education and training to an elearning format. Estimated completion time is 6 hours, and it is presented in blended learning sessions.

Managing Distance Learning: A Practical Guide
Provides solutions to proactively administer an enterprise of distance learning. Offered as a blended learning experience, it covers the entire distance learning management process, conveniently accessed via the Internet. At the end of the class, participants walk away with a management plan ready for use at their organizations. Includes

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sessions on instructor recruitment, equipment selection, marketing and promotional techniques and offers protocols, tools and resources to make the right choices for any successful distance learning program. Estimated completion time is 6 hours.

eLearning Course Builder
An online course in which participants use asynchronous and synchronous communication tools to develop, create, and produce e-learning lessons and online content. Using the contemporary and state-of-the-art communication technologies of eLearning Innovations and with the assistance of its knowledgeable staff, participants produce specific lessons and materials for the online environment. They complete the course with actual, ready-to-use lesson(s) and content. Estimated completion time is set by participants.

Computer Application Skills Competencies
A series of online, self-directed and hands-on training programs for various Microsoft Office applications (e.g., Word, PowerPoint, Excel, Access, Outlook) and computer basics. These short learning courses are designed for elearning instructors and learners to brush up on their computer skills as well program applications that are regularly used in course development and/or course management. It is designed to help users to learn the necessary technology and skills for efficiently and successfully completing their online programs.

Certification
Also, see Certification for information about how the courses can be combined for the credential of **Certified eLearning Instructor**, or *CELI.*

Customization
Any of the eLearning Innovations training programs can be customized for clients and for specific learning environments.

Learning Consulting Services

eLearning Program Development ■ Organizational Implementation

Extending the informational exchange process and optimizing existing resources is a real challenge in today's work and instructional environment. Organizations are confronted with creating an ideal blend that incorporates online learning, live- and distance-delivered programs while at the same must accelerate knowledge transfer and drive business growth.

eLearning Innovations, Inc. makes this process easy, applicable, and practical. By engaging our professional consulting team to evaluate your present situation, develop a corporate learning plan, and manage the deployment of the plan can ensure the best results. You can count on our extensive experience in the distance learning business to reduce your risks and ensure your success.

Whether you're responsible for training employees or customers, you need to transfer information to as many learners as possible while using your resources most efficiently. In order to accomplish this objective your organization must continually strive to extend its reach, while enhancing the richness of the learning experience. Technology today provides an array of tools to help meet this objective.

However, having the infrastructure is one thing; knowing how to use it -- and to do so effectively -- is another. Simply installing a Learning Management System or purchasing online training from a third party is only part of the answer. To achieve breakthrough business results and gain a competitive edge through training requires careful alignment of your business objectives with your training programs. Selecting the appropriate technologies, monitoring the results, preparing your staff, preparing and delivering your content, and initiating continual improvement strategies are the ingredients to ensure your success.

The eLearning Innovations consulting team and their services for **elearning Program Development** and **Organizational Implementation** can help advise and guide your organization through the process.

Best Practices Based on Experience
Consulting Services from eLearning Innovations represent an accumulation of decades of experiences and wisdom in delivering education and training using diverse learning technologies. Based on these experiences and their work with hundreds of clients, eLearning Innovations has created best practices, models, processes, and metrics to ensure the implementation of new learning approaches that deliver rapid and dramatic business results.

Whether you want to completely transform your learning environment or simply solve a specific learning challenge, the results can be dramatic. Savings in time and travel cost, while generally substantial, are only a fraction of the value that can realized. Today, it is vital for employees and customers to have the right information, at the right time, regardless of where you or they are located.

eLearning Innovations provides Consulting Services in the following areas:

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Program Development

This consulting service helps design an optimal approach for your educational and training programs and takes into account your existing processes and the specific requirements of your organization related to programming. The following areas are analyzed and evaluated:

Organization Preparedness: how well are your organization's goals aligned with your current processes and learning product offerings? Are the metrics you are currently using enabling you to monitor your performance against your ROI goals?

Instructor Preparedness: we take a look at their tools and skill levels with various tools, examine their use of best practices in elearning, and study interactions with learners, course/content developers and subject matter experts.

Course/ Content Development: we examine your course development process from the needs analysis phase to the metrics of development and delivery. We look at the development tools you use, the staff who are engaged, and the reusability of the content. eLearning Innovations also examines the learning aids that are developed -- are they effective, engaging and appropriate for the delivery method?

Audience/ Learner Analysis: understanding your audience (learners & their learning styles) is imperative to your success. We look at different audiences that you are instructing and their comfort levels with technology-based learning. We identify their concerns and document your and their successes through various modes of feedback and evaluation.

Upon completion of a consulting assignment, eLearning Innovations provides formal written reports and oral presentations that review findings and itemize recommendations for starting points, improvements, and solutions to the most perplexing learning issues.

Organizational Implementation

What does your organization need to do in order to implement technology-based learning? Or, expand a current approach to be more contemporary or to be more versatile? What forms of technology-based learning best meet your organizational requirements? What steps need to be undertaken to accomplish learning goals and purposes? What timelines should be anticipated? When can we realize results? How will we measure those results? The eLearning Innovations consulting team helps guide your organization through learning and educational change. Our approach is proven, and our consultants take the utmost care to coordinate with your organization's managers and executives to achieve the best results. In this area, the following services are included:

Assessment: the current situation is examined in terms of dissatisfactions and opportunities. Specific business result domains are identified.

Recommendations and Learning Innovation Plan: the optimal path to success is determined along with specific roles, responsibilities and timelines.

Implementation: we will provide a roadmap and a proven ability to get you to your destination. The project activities are executed, managed and delivered in alignment with the Learning Innovation Plan.

Management Opportunities: behavioral and organizational change and process changes manage to ensure success.

Economics and Optimization: your Return on Learning Innovation Investment will be measured and improvement programs will be established.

A minimum of 15-20 individual and group interviews are conducted with executives, customers, stakeholders, and attendees to gather information and feedback to analyze the organization's learning, instructor effectiveness, course development methods, and the target audiences. Approximately three weeks after the interviews, findings and recommendations are presented by the eLearning innovations consulting team through written and in-person presentation.

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SIN 874-4

Course Title	Course Length	Price Offered to GSA (including IFF)
Teaching OnLine 101	Course start and end dates/ times vary. These are online, self-directed programs and participants begin when they choose and are generally given 4 weeks to complete the coursework.	$1,202.55
Managing Distance Learning: A Practical Guide	Course start and end dates/ times vary. These are online, self-directed programs and participants begin when they choose and are generally given 4 weeks to complete the coursework.	$1,202.55
eLearning Course Builder	Course start and end dates/ times vary. These are online, self-directed programs and participants begin when they choose and are generally given 4 weeks to complete the coursework.	$801.97
Computer Applications Skills Competencies*	Course start and end dates/ times vary. These are online, self-directed programs and participants begin when they choose and are generally given 4 weeks to complete the coursework.	$120.90

* – Course Options:
Access 2000, Access 2002, Access 2003, Access 2007, Access 97, Computer Basics, Excel 2000, Excel 2002, Excel 2003, Excel 2007, Excel 97, Mac OSX Tiger, Microsoft Office 2003, Microsoft Office 2007, Outlook 2000, Outlook 2002, Outlook 2003, Outlook 2007, Outlook 98, PowerPoint 2002, PowerPoint 2003, PowerPoint 2007, Project 2003, QuickBooks 2005, What's New in Office 2003?, Windows 2000, Windows Vista, Windows XP, Word 2000, Word 2002, Word 2003, Word 2004 for Mac, Word 2007, Word 97

SIN 874-4 & 874-9

PRODUCT	BRAND NAME	PRICE OFFERED TO GSA (including IFF)
eLearning Collaboration Suite	eLearning Innovations	$17,409.60 (SIN 874-4)
Learning Management System	eLearning Innovations	
<u>LMS Annual Hosting</u> Annual Hosting Contract This is to host, on our servers, a Learning Management System on behalf of a client. eLearning manages the LMS and also the associated responsibilities for back up and redundancy. (<u>Available as an option or stand-alone service</u>)		$19,049.81 (SIN 874-9)
<u>LMS Annual Install Fee</u> Annual Installation Fee per Contract This covers annual updates and maintenance to the LMS software and hardware. (<u>Available as an option or stand-alone service</u>)		$5,037.50 (SIN 874-9)
<u>LMS Annual e-commerce</u> Annual e-Commerce Fee This is to add capabilities to process secure credit card transactions for registrations and self-enrollment.(<u>Available as an option or stand-alone service</u>)		$2,418.00 (SIN 874-9)
<u>LMS Annual Branding</u> Annual Course/Client Branding This is to add customized client logos and custom identifiers that are exclusive to a single client.(<u>Available as an option or stand-alone service</u>)		$7,254.00 (SIN 874-9)
<u>LMS Online Training</u> Training for Informational Providers(provided online) This covers customized training for a client's instructors or specialists who are responsible for online content.(<u>Available as an option or stand-alone service</u>)		$14,508.00 (SIN 874-9)
Course Authoring Software This is specialized development software that is used exclusively for one client. E.g., closed captioning services for webinars. This is over and above typical content development services. (<u>Available as an option or stand-alone service</u>)		$1,612.00 (SIN 874-9)
Program Development	eLearning Innovations	
Interviews - minimum of 20		$604.50 (SIN 874-4)
Written or In-person Report		$5,642.00 (SIN 874-4)
Organizational Implementation	eLearning Innovations	
Interviews - minimum of 20		$403.00 (SIN 874-4)
Written or In-person Report		$4,030.00 (SIN 874-4)